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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 21 May 1953

FROM : Chief, Real Estate &amp; Construction Division

SUBJECT: Weekly Activity Report  
15 May to date**1. General:**

- a. Space for I&S [REDACTED] (Continued item - 14 May 1953) No change. 25X1A6a
- b. Quarters for Commo Personnel on [REDACTED] Meeting held with AD/CO and Chief, [REDACTED] regarding quarters. Leasing of existing quarters by Government to be recommended. (Proposed T/O to reach 220). 25X1A6a  
25X1A6a
- c. Preparation of Agency Regulations:- Continued progress. 25X1A7b
- d. Eight additional dependent houses for [REDACTED]
  - (1) Contracting Officer, [REDACTED] was advised to extend termination of work on second group of eight houses to 31 May 1953. 25X1A6a
  - (2) Logistics representative in [REDACTED] advised to delay obtaining local bids until further notice. 25X1A5a1
  - (3) Matter discussed further with representative of [REDACTED]; in an endeavor to obtain a reasonable lump sum price for completion of second group of eight houses. [REDACTED] will be ready to present lump sum price on or about 25 May. 25X1A5a1
  - (4) In event reasonable price cannot be obtained from [REDACTED] local bids will be obtained. 25X1A5a1

**2. Projects and Studies in Process:****a. Construction & Utilities:**

25X1A2g

- (1) Project [REDACTED] (Commo):- Construction progress continuing. Scheduled for completion during August. Pending revision: (a) sewage systems at the two sites; (b) power supply at [REDACTED] and (c) diesel installations at the two sites. 25X1A6a

25X1A2g

- (2) Project [REDACTED] - (Continued item - 23 April 1953) No change.

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(3)

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b.  
C/

(a) Three bids received (21 contractors solicited). Two bids were below estimate and the other slightly above. Bids are being reviewed prior to contract award.

(b) Drawings, specifications, and other prebid documents for antennas and power cable were sent to [REDACTED] for soliciting of bids on 21 May. 25X1A6a

(c) Access road surfacing contract to be negotiated at site prior to end of Fiscal Year 1953.

25X1A2g (4) Project [REDACTED] (Training):- Representative of Construction Engineering Br. with representatives of Q/TR and I&S at site preparing construction estimate in cooperation with [REDACTED]. Estimated time two weeks.

25X1A1d

25X1A2g (5) Project [REDACTED] :- (Continued item - 14 May 1953) No change.

25X1A2g (6) Project [REDACTED] (Training):- (Continued item - 30 April and 7 May) No change.

25X1A2g (7) Project [REDACTED] (Commo):- Additional proposal required to include fence and other minor items. Firm contract scheduled approximately 1 June 1953.

25X1A6a

(8) [REDACTED] Commo:-

(a) Continued item - 14 May, no change.

(b) Continued item - 14 May, no change.

25X1A6a

(c) Commo Laboratory, [REDACTED]. Letter of Intent with Architect for preparation of plans and specifications, [REDACTED] acting as Contracting Officer, executed. Contract drafted and pending General Counsel's approval.

25X1A6a

Staff study for submission to PRC reviewed and approval recommended (\$245,000.).

Representatives of Div. directing site survey, to include necessary information regards water, sewer, and power. All information to be forwarded to Architect by 25 May 1953.

Schedule: 19 May to 9 June preparation of plans

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25X1A6a

(9) [REDACTED] - (Continued item - 30 April) - No change.

25X1A6a

b. Real Estate:-

(1) Use of [REDACTED] (Commo):- (Continued item - 23 April 1953) No change.

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(2) [REDACTED] - Roadway completed. Fencing of area pending security requirements from I&S.

25X1A6a

(3) Extension of [REDACTED] for use as office space by NEA/DD/P:- (Continued item - 7 May 1953) No change.

25X1A6a

(4) Installation of vault in I&S, [REDACTED] Pending reply from GSA on continued occupancy of present space.

(5) Metropolitan Area Warehouse:-

25X1A6a

(a) [REDACTED] Warehouse:- Lessor contacted for further negotiations on removal and restoration of premises. Lessor is making further engineering study of the situation.

25X1A6a

(b) [REDACTED] Warehouse:- Follow-up letter written to Lessor requesting meeting be arranged for negotiation of one year lease.

25X1A6a

(c) [REDACTED] Warehouse:- (Continued item - 14 May) No change.

25X1A6a

(6) Office space for [REDACTED] - Request followed-up with GSA, Wash., and it was ascertained that discussions of this situation will be held in the [REDACTED] 25X1A6a

25X1A6a

(7) Furnishing of leased house at [REDACTED] for NEA:- (Continued item - 30 April 1953) No change.

(8)

25X1C4a

(9)

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25X1A7b

(10)

[REDACTED]

25X1A12a

(11)

[REDACTED]

25X1A6a

(12) Quarters for Chief of Station, [REDACTED] FE/DD/P:-  
Action completed.

25X1A6a

25X1A6a

(13) Increase of vault area in [REDACTED] 25X1A6a  
[REDACTED] - RE&C representative visited [REDACTED] and made tentative arrangements to continue occupancy of present space. Upon final determination of occupancy, increase of vault area will be handled accordingly.

25X1A6a

(14) Utilization of space in [REDACTED]  
[REDACTED] - RE&C representative visited office and made arrangements for the release of approximately 438 square feet of space to GSA.

25X1A6a

(15) Lease of Warehouse in [REDACTED] - Letter requesting termination of leases is to be withheld pending inspection of area by Chief of Logistics and Chief, Supply Division.

25X1A6a

(16) Alterations in [REDACTED] -  
GSA requested to make alterations at a cost of approximately \$1200.

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(17) Closing out of [REDACTED] 25X1A6a  
RE&C representative closed out the station at a total cost of \$450. which included removal and shipping of equipment, removal and disposal of poles and tower, and restoration of premises. Equipment due to arrive at [REDACTED] Warehouse this week.

(18)

[REDACTED]

25X1C4a

(19)

[REDACTED]

25X1A6a

(20) Inspection of Office space in [REDACTED]  
[REDACTED] - RE&C representative visited the Office and discussed problems relating to utilization, expansion, etc., of office space. No particular problems are present in this Office.

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3. Other items of interest: None.

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4. Special Problems: In view of the numerous projects in progress and the many trips involved which require Travel Orders, it is recommended that Blanket Domestic Travel Orders, as required, be authorized.

5. Major Objectives: Starting Date Target Date

a. Establish accountability system (Continued item - 7 May)  
for Agency Real Property:- No change.

b. Prepare RE&C portion of CIA Regulation, Part 45. Current - 40% complete. 30 June 1953

c. Supervise Planning and Construction of:

(1) [REDACTED] Current 40% complete 1 Aug. 1953

25X1A2g

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[REDACTED] 15% complete construction to commence early June. 1 Dec. 1953

25X1A2g

(3) [REDACTED] Current - Preliminary Planning Not established

25X1A2g

(4) [REDACTED] Current - Preliminary Planning Not established

d. Establish Field Inspection Program for Agency Real Property

10% complete 1 Dec. 1953

25X1A6a

Survey [REDACTED] has been started. Representative visited three locations, reports to contain space utilization, condition data and recommendations.

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25X1A9a

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